

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 10/22/15

CLOSING DATE: 11/02/15 (4:30 PM)

SCDC INTERNAL TITLE: PRGM COORD I - INMATE REC SCDC POSITION #: 010181
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM
LOCATION: DIV. OF CLASSIFICATION & INMATE RECORD, COLUMBIA (RICHLAND)

STATE JOB TITLE: PROGRAM COORDINATOR I STATE JOB CLASS: AH35
BAND: 05 SALARY RANGE \$ 031805 - \$ 058848 SPECIAL INCENTIVE: NO
LEVEL: A SALARY RANGE \$ 031805 - \$ 050367 SCEIS POSITION #: 61016954

STATE OF SC MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:
A BACHELOR'S DEGREE AND RELEVANT PROGRAM EXPERIENCE.

AGENCY PREFERRED QUALIFICATIONS:
A BACHELOR'S DEGREE AND TWO (2) YEARS OF INMATE CLASSIFICATION
EXPERIENCE; OR AN ASSOCIATE'S DEGREE AND FOUR (4) YEARS OF INMATE
CLASSIFICATION EXPERIENCE; OR A HIGH SCHOOL DIPLOMA AND SIX (6)
YEARS OF INMATE CLASSIFICATION EXPERIENCE.

DESCRIPTION OF DUTIES:
MONITOR AND ARRANGE TRANSFERS THROUGH THE AUTOMATED SYSTEM. MAKE
AUTOMATED ENTRIES AND MODIFICATIONS TO BED TYPES. RESPOND TO REQUEST
FOR ACTION TO THE CENTRAL CLASSIFICATION ROUTING GROUP. SCREEN REQUEST
FOR INSTITUTIONAL ASSIGNMENT CHANGES AND ENSURE THAT INMATES ARE
ASSIGNED IN ACCORDANCE WITH CUSTODY, SECURITY , MEDICAL AND MENTAL
HEALTH NEEDS. MONITOR STATEWIDE AGENCY COUNT. COORDINATE WITH THE
SCDPPPS AND DJJ TO ENSURE THAT INMATES SCHEDULED FOR PAROLE HEARING
ARE APPROPRIATELY TRANSFERRED. ANALYZE BEDSPACE AND SUBMIT A WEEKLY
REPORT OF BED VACANCIES. RESPOND TO INQUIRES AND REQUEST FOR ACTION
REGARDING INMATE TRANSFERS. MAINTAIN AUTOMATED AND MANUAL FILES AND
LOGS TO DOCUMENT TRANSFERS AND CHANGES TO INSTITUTIONAL BED TYPES.